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MEMORANDUM FOR: [REDACTED]

SUBJECT: Delegation of Authority

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1. Authority has been granted to expend funds in the amount of \$49,000 for additional construction at the Communication Base in [REDACTED]. On your return to [REDACTED] you will, in addition to your other duties, act as the Contracting Officer for the purpose of executing the necessary contracts and prosecuting the work to completion.

2. In order for you to properly carry out your functions, the following authorizations are hereby delegated to you.

Enter into and sign contracts on behalf of the government in accordance with existing laws and regulations, as follows:

(1) Procuring the personal services of an architect-engineer to develop plans and specifications, and supervise the construction work.

(2) Construction contracts within the established limits of \$49,000 necessary to accomplish the work.

3. The authorities delegated above shall terminate upon completion of the work as approved for this project.

4. The specimen contracts for the architect-engineer's services and construction as furnished to you by Administrative Services will be used as guides in the execution of contracts.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

[REDACTED]

Chief, Administrative Staff

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21 June 1951

6106

MEMORANDUM FOR: [REDACTED]

SUBJECT: Additional Construction, Communications Base,
[REDACTED]

In connection with the additional construction to be undertaken at the Commo Base, [REDACTED] for which you have been designated as the Contracting Officer in the delegation of authority dated 21 June 1951, the following information is furnished you as a guide in executing contracts and accomplishing the work:

1. You may negotiate for the services of an architect to develop the drawings and specifications and prepare the necessary bids and contracts for the work.

2. The architect's contract provides that he will supervise the work to ensure that it is being done in accordance with the contract and specifications.

3. You may change Article 1 to more accurately describe the architect's services after you have concluded your negotiations with him.

4. Article 4 may be changed if the fee is greater or less, depending on your negotiations. In any event, the fee agreed on should be supported by extracts of the [REDACTED] establishing the fees for this type of work.

5. Any changes in other Articles should be referred to Headquarters for determination.

6. The construction contract should be drawn by the architect, but it should conform with the specimen contract which is enclosed herewith.

The contract will consist of the following:

The agreement or contract itself;
Special conditions;
General conditions;
Specifications and drawings listed under paragraph 2 of Article 1.

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7. You will note that the lined out items in the contract are to be deleted since they do not apply to contracts outside the United States.

8. The special conditions enclosed will be revised by the architect as required and made a part of the contract.

9. We don't believe any changes are required in the general conditions, as they were used in a previous contract at this station. However, the architect should review and you make changes in the conditions as required.

10. Budget Officer, OSO, has indicated that the funds will be transferred to the Station Finance Officer to act as the Disbursing Officer for this project.

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Chief, Administrative Services

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